



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.3.42	Subject: FRAGRANCE-FREE WORKPLACE
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 3: Human Resource Bureau	Effective Date: Nov 17, 2010
Signature: /s/ Mike Ferriter, Director	Revised:

I. POLICY

The Department of Corrections recognizes that employees and visitors to our workplace may have sensitivity to or allergic reactions from various fragrant products and therefore encourages employees to refrain from wearing or using scented products while on duty.

II. APPLICABILITY

All Department employees.

III. DEFINITIONS

None.

IV. DEPARTMENT DIRECTIVES

A. Limited Use of Fragrant Products

1. Fragrant personal products (perfumes, colognes, lotions, powders and other scented products) are to be worn sparingly by employees.
2. If a scent offends or disturbs an employee, customer, or vendor, management will order the employee to cease using the scent.
3. Other fragrance products (scented air diffusers, potpourri, scented candles, sprays/deodorizers and other similar items) are prohibited.

B. Reasonable Accommodation

Employees should contact the Department ADA Coordinator if a reasonable accommodation is required for bona fide health reasons regarding their reaction to scented products used by coworkers or to scent(s) emitted as a result of business processes.

V. CLOSING

Provisions of this policy not required by statute will be followed unless they conflict with negotiated labor contracts which will take precedence to the extent applicable.

Questions concerning this policy should be directed to the ADA Coordinator.

VI. REFERENCES

None.

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VII. ATTACHMENTS

None.